

# **MINUTES**

## **For**

### **RDU PMii User Group Meeting #2**

**(Prepared by Greg Brew)**

The Roadway Design Unit PMii User Group had its second meeting on May 24, 2006 in the Roadway Design Conference Room. The following group members were in attendance:

Ron Allen  
Greg Brew  
Jimmy Goodnight  
Gary Lovering  
Ron McCollum  
Rekha Patel  
Robert Stroup  
Roger Thomas

Jimmy Norris with Program Development was also in attendance to provide comments and feedback on the enhancement of the "PMii barchart" and other group initiatives.

The objective of the meeting was to provide a brief summary of the short term goals established in meeting #1 and to provide an update of the status and any progress made in implementing the goals. In addition, Ron Allen provided an update from the PMii Implementation Group meeting.

- **PMii Implementation Group Meeting Update** – Ron Allen provided an update and gave a brief review of the issues discussed. The topics included the following:
  - ◆ Network updates and maintenance, and the development of a "Minor Improvement Project Network"
  - ◆ Training update - scheduling course, reporting class
  - ◆ The formation of the PMii User Group and potential team members and the Roadway Design PMii User Group
  - ◆ Phasing out the Legacy system - difficulty in discontinuing its use due to the current status of PMii and data contained in the Legacy system
  - ◆ Assignments in the PMii system
  - ◆ Policing the system - Program Development to police the system, "one voice" on providing information, deficiencies and reports

- ◆ Schedule change procedures, policies, and problems
- **Barchart Development and Enhancements** – Roger Thomas invited Jimmy Norris to discuss the current barchart creation process. Jimmy Norris informed us that there were concerns regarding the continued development of the multi-step Excel barchart derived through several PMii transactions. Due to the continued evolution of PMii, it did not appear feasible to maintain the current “PMii barchart” over the long term. Jimmy Norris discussed several PMii transactions that would give similar information. There were discussions regarding what essential information should be included on a barchart and how other PMii transactions could be used to develop a new barchart product. In the short term, there is still the need to be able to create a barchart utilizing PMii data. (User Group members met with IT 6/14/06 to discuss short-term enhancements). There were also discussion regarding how to address the workday efforts that were included on the old barcharts. Jimmy Norris suggested that the capacity transaction be used to provide this information.

- **Status Update/Discussion Short Term Goals**

- ◆ *Develop a “trouble shooting” database with a FAQ section and a simplified internal help guide (general knowledge base) for sharing of tips and tricks. (Jimmy Goodnight, Greg)*

- ◆ *Develop a “Quick User Guide” (Rekha, Robert)*

Greg reported that he did not get much feedback from Roadway Design PMii users regarding “PMii tips and tricks” or information they would like to see in a FAQ. In order to get more feedback, other query methods would need to be utilized. It was mentioned that BPPs already provide instructions on using PMii transactions. It was suggested that a pared down BPP could be used as a Quick User Guide. There is a fair amount of overlap between the FAQ, “trouble shooting database” and a “Quick User Guide”. It was decided to combine the FAQ, “trouble shooting database” and a “Quick User Guide” and provide a merged product. Jimmy Goodnight, Greg, Rekha, and Robert will work on this.

- ◆ *Standardized Roadway guidelines. i.e. when to confirm activities (Gary, Ron McCollum) (discussed below)*
- ◆ *What’s the best way to, or who should, police system? (Ron Allen)*

Ron Allen, Teresa Hart, Dewayne Sykes, Bill Martin, Jimmy Norris, and Majed Al-Ghandour met to discuss this issue. The consensus was that Program Development would police the system and act as the “one voice” regarding PMii issues especially in the area of providing information and reporting on deficiencies.

- ◆ *Barchart - provide enhancements & tech support to Bill Miller’s process. Work on barchart plotting issues. (issue addressed above)*

- ♦ *Allot space on web site to share information (Roger)* – This issue still needs to be addressed.
- **Standardized Roadway guidelines** – Gary and Ron McCollum provided the group with a handout with draft guidelines for the confirmation of Roadway Design activities. They asked that we review the information and provide comments. The guidelines provide the basis for how the Unit might go about managing and confirming our activities. The guidelines have been initially drafted for bridge projects. As the guidelines are further refined, they will be drafted for widening and new location projects.
- **Agenda, Notes and minutes** – minutes will be prepared on a rotation basis based on last name. Jimmy Goodnight will prepare the agenda and minutes for the next meeting. The remaining order is shown in the attendance list.
- **Next Meeting** – the next meeting will be held **July 11, 2006 at 10:00 a.m.** in the Roadway Design Conference Room.